

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300170014-4

APPROVAL EXPIRES NOV. 30, 1953

## GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE

MICROFILM SURVEY - ORGANIZATION UNIT REPORT  
OBLIGATIONS, FILM INVENTORY, AND REPRODUCTION DATA

OF

DATE

1. NAME OF AGENCY

2. ORGANIZATION UNIT (Name of bureau, division or other suborganization unit of the agency)

3. LOCATION (Street and city address of organization unit listed in Block 2)

4. LIAISON (Name, title, and location of organization unit official who will be available to answer possible questions arising from survey)

## 5. OBLIGATIONS FOR MICROFILMING ACTIVITIES BY OR FOR REPORTING ORGANIZATION UNIT

## OBJECT

## AMOUNT

a. PERSONAL SERVICES

\$

b. EQUIPMENT PURCHASES

c. EQUIPMENT RENTALS

d. FILM - 16MM

e. FILM - 35MM

f. CONTRACT SERVICES BY OTHER AGENCIES OR BY OTHER ORGANIZATION UNITS WITHIN YOUR AGENCY

g. CONTRACT SERVICES PERFORMED BY PRIVATE CONTRACTOR

h. TOTAL

\$

6. RAW STOCK NEGATIVE FILM

7. DUPLICATE REELS OF FILM  
PRODUCED FROM NEGATIVE

SIZE	NUMBER OF ROLLS (100 ft.)			SIZE	NUMBER OF REELS
	DELIVERED (a)	INVENTORY (b)	WITH EXPIRED EMULSION DATE (c)		
16MM				16MM	
35MM				35MM	

8. NUMBER OF PAPER PRINTS

INSTRUCTIONS  
(General)

## DEFINITIONS

As used in instructions covering this survey the term:

1. "Agency" means a department or independent establishment of the Government.
2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.
3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film-development kits.
4. "Microfilming operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

## BLOCK

1-4. Self-explanatory.

5. Enter the total obligations incurred during fiscal year 1953 for microfilming operations, equipment or contract services opposite the appropriate object. This must include all obligations incurred regardless of budgetary classification or position title. Thus a mail clerk who spends 50% of his time operating a microfilm camera should have 50% of his salary included in the amount reported on line 5a. Under 5b and 5c do NOT include the cost of microfilm readers rented or purchased solely to service an existing library of microfilm reels.

6. a. Show the number of rolls of raw stock negative film, in terms of 100' rolls, by size, delivered to your organization unit during fiscal year 1953.

NOTE: Some film is packaged in 200' lengths. These should be reported in terms of 100' lengths.

b. Show the number of rolls of raw stock negative film, in terms of 100' rolls, by size, in inventory at microfilming project site, or elsewhere, e.g. warehouse or supply area, on date questionnaire is executed.

c. Show the number of those rolls of raw stock negative film entered under b which have an expired emulsion date.

7. Show the number of duplicate film reels, such as positive, ozalid, etc., prepared from negative microfilm in possession of your organization unit during fiscal year 1953, by size.

8. Show the number of paper prints made or purchased during fiscal year 1953.

APPROVAL EXPIRES NOV. 30, 1953

## OF

DATE \_\_\_\_\_

1. NAME OF AGENCY	2. ORGANIZATION UNIT (Name of bureau, division or other suborganization unit of the agency)
	3. APPROPRIATION
4. LOCATION (Street and city address of organization unit listed in Block 2)	5. LIAISON (Name, title and location of organization unit official who will be available to answer possible questions arising from survey)

DESCRIPTION (A)	TYPE (B)	MAKE (C)	MODEL NUMBER (D)	UNITS OWNED (E)		UNITS RENTED (F)	
				NUMBER	COST	NUMBER	COST

## I N S T R U C T I O N S

(General)

### DEFINITIONS

As used in instructions covering this survey the term:

1. "Agency" means a department or independent establishment of the government.
2. "Organization unit" means any unit of organization of an agency which performs micro-filming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.
3. "Appropriation" means the appropriation financing the purchase of equipment. If several appropriations were involved, each should be listed with amount charged to each.
4. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
5. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples, and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

### COLUMN

- A. Enter the various types of equipment (cameras, readers, etc.) in inventory (that is equipment in use as well as in storage or on loan to other organization units as of the date the questionnaire is prepared.)
- B,C,&D. List on separate line each type, make and model of microfilm camera, automatic feeder, enlarger and automatic film-processing and film-printing equipment and readers used in filming and inspection processes.
- E. Indicate number and cost of units owned by organization unit.
- F. Indicate number and cost of units rented by organization unit.